



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

May 22, 2024

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

2. Recommendation for Workforce Manpower Study and Comprehensive Pay & Classification Study (Attached NB-2)

From time to time, it is necessary to assess our Town's staffing levels, compensation, and classification structures to maintain our high standard of services for our residents, businesses, and visitors, and remain competitive in today's market.

Assistant Town Manager Charlene Allen's meeting memorandum highlights that a Workforce Manpower Study was budgeted for FY 2023-2024, with a separate Comprehensive Pay & Classification Study budgeted for FY 2024-2025. Due to their analysis of staffing, the two studies overlap in multiple areas. As a result, the Administration Department has recommended the studies be combined, which will result in savings of Staff's time in participation and decreased costs.

The Town sent a request for proposals (RFP) for an Organization and Workforce Study and Comprehensive Pay & Classification Study to five vendors, with three vendors responding. Staff has reviewed the three proposals and recommends Piedmont Triad Regional Council (PTRC) to complete study, due to its best responsiveness to the Town's RFP needs and for the substantial cost savings. If approved by the Board, the study's anticipated timeline would begin late May 2024 and conclude January 2025. Once completed, the study's results would be reported to the Board, along with any Staff recommendations.

A motion would be in order to approve the combined Workforce Manpower Study and Comprehensive Pay and Classification Study, to accept Staff's recommendation of Piedmont Triad Regional Council, and to authorize Staff to execute contracts necessary for the study.



MEMORANDUM

TO: Debbie Diaz, Town Manager

FROM: Charlene Allen, Assistant Town Manager

DATE: May 22, 2024

RE: Recommendation for Workforce Manpower Study & Comprehensive Pay & Classification Study

Included in the FY 2023-24 budget, a Workforce Manpower Study was budgeted and in the Plan FY 2024-25 budget the Comprehensive Pay & Classification Study was budgeted. The two studies overlap in duplication of some of the same functions. I recommend combining the studies in an effort to save money as well as save on duplication of staff time by combining the two.

A Request For Proposal (RFP) document for Organization and Workforce Study and Comprehensive Pay & Classification Study was sent to five vendors (The MAPS Group, Piedmont Triad Regional Council, Evergreen, Bakertilly, and Matrix Consulting Group). The following vendors submitted a proposal:

Vendor	Workforce Study	Pay Plan Class Study	Both	Total
Piedmont Triad Regional Council			\$ 31,000	\$ 31,000
Evergreen	\$ 33,500	\$ 24,500		\$ 58,000
Bakertilly			\$122,200	\$122,200

Piedmont Triad Regional Council (PTRC) is recommended to complete the study. PTRC 's proposal best fits the needs outlined in the RFP for the Town as well as the lower costs. For the pay and classification study portion of the proposal, it is the policy of PTRC that they will not charge more than the amount the Town paid for the last pay plan study, therefore this is one of the reasons PTRC's proposal is less.

The timeline for the study begins the end of May 2024 and a final compilation January 2025.